



MEMPHIS & SHELBY COUNTY BOARD OF ADJUSTMENT

125 North Main Street, City Hall, Room 468
MEMPHIS, TENNESSEE 38103

APPLICATION FOR ZONING DISTRICT BOUNDARY EXTENSION (pursuant to Section 2.4.5 of the UDC)

Property Owner of Record: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip: _____

Property Owner E-Mail Address: _____

Applicant (if not property owner): _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip: _____

Applicant E-Mail Address: _____

Representative: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip: _____

Representative E-Mail Address: _____

Engineer/Surveyor/Architect: _____ Phone #: _____

(Add additional sheets if including more than one entity)

Mailing Address: _____ City/State: _____ Zip: _____

Engineer/Surveyor/Architect E-Mail Address: _____

Zoning district boundary extensions may be requested by the Board of Adjustment in instances where a zoning district boundary divides a lot of record that existed on January 1, 2011 (Section 2.4.5 of the Unified Development Code).

DESCRIBE JUSTIFICATION FOR REQUEST.

I (we) hereby make application for approval of the Zoning District Boundary Extension being sought from described above and on the accompanying materials.

I (we) accept responsibility for any errors or omissions which may result in the postponement of the application being reviewed by the Memphis & Shelby County Board of Adjustment at the next available hearing date.

I (We), owner(s) of the above described property hereby authorize the filing of this application and the above-named persons to act on my behalf.

_____	_____	_____	_____
*Property Owner of Record	Date	Applicant (if not property owner)	Date

*The Property Owner of Record shall sign if they are not the applicant.

GUIDE FOR SUBMITTING ZONING DISTRICT BOUNDARY EXTENSION APPLICATION

- A. **THE APPLICATION** - Two (2) collated sets of this application in accordance with the requirements of the Unified Development Code and as outlined below shall be submitted to OPD. The following information is required to be submitted for consideration as a complete application, and except for copies of the Site/Concept Plan, shall be provided on sheets of 8.5"x11" in size. The application with original signatures shall be completed either with legible print or typewritten. Each application set shall be compiled in the following order:
- 1) This application, 8.5"x11" Site/Concept Plan, Plot Plan, Legal Description, Zoning Map, Letter of Intent, 20"x24" Site/Concept Plan (folded), copy of Deed(s).
 - 2) A compact disc with all submittal documents in "PDF" and any proposed conditions in "WORD".

*For additional information concerning these requirements contact Land Use Control Section at:
(901) 636-6619*

- B. **LETTER OF INTENT** - The letter shall include the following:
- 1) A brief narrative statement generally describing the nature, location and extent of the development and the market it is intended to serve.
 - 2) A list of any professional consultants associated with the proposed development.
 - 3) A written statement generally describing the relationship of the proposed development to the current policies and plans of the City and County. The statement shall include how the proposed development is to be designed, arranged and operated in order to limit impact to neighboring properties.
- C. **PLOT PLAN AND LEGAL DESCRIPTION**
- 1) Two (2) copies of the plot plan, drawn to scale (1"=50', =100' or =200'), showing each parcel to be considered. Two or more parcels may be described on one sheet. If property is encumbered by easements, show type and location on plot plan.
 - 2) Two (2) copies of legal description shall be attached to plot plan if not shown or described on the plan.
- D. **ZONING MAP**
- Two (2) copies of a zoning map indicating the boundary of the zoning district for which extension is being sought.
- Note: Mailed notice is not required for a Section 2.4.5 Zoning District Boundary Extension.
- E. **FILING FEE** (*All Fees Are Subject to Change without Prior Notice*)
- | | |
|---------------------------|-------|
| Zoning District Extension | \$300 |
|---------------------------|-------|

Please make check payable to "M/SC Office of Planning and Development"

***ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND
THE SUBMITTER MUST RECEIVE A RECEIPT OF
ACCEPTANCE FROM STAFF**